

Village Creek Water Reclamation Facility



Periodic Management Review of Performance – EMS Element 17.0

EMS Procedure 17.0	Revision 07	Approval Signature:	Effective Date: Aug 5, 2013
<p>Purpose: The purpose of Element 17.0 is to have the organization's management conduct periodic reviews of the biosolids management program and the EMS performance in order to drive continual improvement.</p> <p>Scope: This element manages changes to the policy, the goals and objectives, the biosolids management program and other EMS elements based on internal EMS audit results, external verification of EMS audits by third parties, changing circumstances, and the commitment to continual improvement.</p> <p>Definitions:</p> <p>Biosolids Program Goal(s) – Performance improvement goals that are consistent with the organization's biosolids management policy to assure biosolids activities comply with applicable laws and regulations and minimize other unregulated adverse environmental and public health impacts by managing all critical control points. Biosolids program goals include, but are not limited to, compliance with specific regulatory requirements, continuing 100% beneficial reuse, and reducing or eliminating direct/indirect negative environmental impacts.</p> <p>Biosolids Program Objective(s) – A detailed performance improvement requirement, quantified wherever possible, based on a biosolids program goal. One or more objectives must usually be met in order for the associated goal to be achieved.</p> <p>Continual Improvement – Process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organization's environmental policy.</p> <p>Changing Circumstances – Internal and external changes that affect the organization's EMS include: changes in legislation; varying expectations of interested parties; changes in the organization's products or activities, technological advances; consumer interest; and feedback from environmental incidents.</p> <p>Responsibility: The EMS Management Team consists of the following personnel: Assistant Director (Pollution Control), Water Systems Superintendent, Asst. Water System Superintendent (Operations), Asst. Water System Superintendent (Maintenance), Plant Engineer (VCWRF), Environmental Program Manager (Pretreatment Services), Water Quality Manager (Lab), Biosolids EMS Manager, Biosolids EMS Coordinator and Biosolids Manager (Contractor).</p>			

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Procedure: the Biosolids EMS Manager schedules a meeting EMS program with the EMS Management Team. Prior to this meeting, the Biosolids EMS Manager distributes copies of the following to each attendee:

1. Meeting agenda
2. Latest “Biosolids Program and EMS Performance Report”
3. Internal audit results, Interim or third-party verification results
4. All outstanding Corrective Action Notices

The Management Review meeting agenda uses the EMS Performance Report (Element 15.0) as a guide to discuss:

1. Accomplishments since last review;
2. Changes to policy;
3. Goals & Objectives - Advancements towards existing goals and objectives and identifying “New” goals and objectives.
4. Internal EMS audit results;
5. External third-party Interim & verification EMS audits;
6. Legal and self-imposed regulation compliance;
7. Reports on emergencies, spills or other incidents
8. Corrective Action Notices;
9. Update to Critical Control Points;
10. Changing circumstances;
11. External communication and public participation;
12. Other biosolids performance measures;
13. New scientific/technical data on biosolids;
14. Review status of operational control procedures (SOP's)

The Biosolids EMS Manager assigns a person to record and distribute minutes for the meeting to document the issues discussed and the decisions made.

Any changes in policy, goals and objectives, EMS elements, procedures, etc. is documented according to the document control methods discussed in Element 12.0.

The Assistant Director approves each of these changes. All nonconformance issues are handled according to the procedure established in Element 14.0.

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References: EMS Framework Guidance Manual: <http://www.wef.org/Biosolids/>
Code of Good Practice, (NBP): <http://www.wef.org/Biosolids/>
Manual of Good Practice for Biosolids, (NBP): <http://www.wef.org/Biosolids/>

Element 2.0 Biosolids Policy
Element 3.0 Critical Control Points
Element 4.0 Legal and Other Requirements
Element 5.0 Biosolids Goals and Objectives
Element 12.0 Documentation and Document Control
Element 14.0 Nonconformance: Preventative and Corrective Action
Element 16.0 Internal EMS Audit

Revision #	Date	Revision Description
07	08/05/2013	Updated procedures and references
06	10/07/2011	Update discussion points, addition of EMS Coordinator and typographical errors.
05	11/16/2010	Update references and responsibilities
04	05/15/2008	Audit (YR2) 2007
03	06/29/2007	Audit (YR1) 2006
02	11/29/2004	2004 Issue
01.a	10/18/2004	Internal Audit Revisions
01	10/01/2004	Approval Draft
SR	01/30/2004	Issued for Status Review